

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: March 12, 2014
NO: M6-14

CLASSIFICATION TITLE
ASSISTANT COMPUTER TECHNICIAN
(Management Information Systems Division)

STARTING HOURLY RATE
\$ 14.68

FILING OF APPLICATION

Application must be made on the regular application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702 or application may be printed from www.cantonohio.gov by clicking on “City Services”, “Civil Service” and “View City Jobs”. Applicant must submit a copy of their valid driver’s license, a current resume, unofficial college transcripts, and any other documentation pertaining to this position with the completed application and return to the Civil Service Office by the filing deadline of **Friday, April 11, 2014 at 4:00 p. m.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. S.W., Canton, OH

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure communication skills and computer technical knowledge.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen.

MINIMUM QUALIFICATIONS

Applicant must have a minimum of an Associate Degree in Electronics, Computer Science or related business field. In lieu of a formal education, 2 years recent and relevant experience in Information Systems that provide the required knowledge, skills, and abilities and experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Requires knowledge of computer equipment, printers, and other computer related peripherals. Requires working knowledge of Windows and other City supported software. Ability to install and execute PC software packages. Knowledge of basic concepts of networking. Basic knowledge of local networks and the devices used to connect/support them. Requires an understanding of backup/recovery procedures on LANS and WANS. Must be self-motivated and capable of utilizing current tools and practices to solve problems and recommend solutions. Ability to meet objectives and deadlines while handling an extremely heavy workload. Ability to regularly operate under deadlines, extreme workloads and stressful conditions. Ability to keep current with new technical developments in the information systems field. Requires excellent verbal, written and interpersonal skills to provide technical assistance to computer users. Ability to present ideas effectively, orally and in writing, and prepare technical reports. Ability to establish and maintain effective working relationships with co-workers, other City departments, various agencies and the general public. Ability to provide guidance to less experienced co-workers to support their training and development, and to effectively transfer knowledge within the department as well as to internal customers and suppliers. Must possess a valid Ohio drivers license at all times. Must have the ability to read, write, use computer keyboard, stand, walk, bend, and lift up to 50 pounds.

*****IMPORTANT NOTICE TO VETERANS*****

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or reserve component of the armed forces of the United States who has completed more than 180 days of active duty service (ORC 124.23 C) Applicant must submit a certificate of service or honorable discharge (Form DD-214) before the filing deadline of April 11, 2014 to receive the bonus credit. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score. **THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.**

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once the list has been established, your name will remain on the list for a period of one (1) year.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

******NOTICE OF BACKGROUND INVESTIGATION******

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving record check.

******NOTICE OF DRUG TESTING REQUIREMENT******

Pursuant to Civil Service Rule IV (16), applicants are hereby advised that the position of employment being examined for has been declared as "safety sensitive". Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing or submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one year or until the eligibility list(s) expire(s), whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission's control at applicant expense.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio driver's license or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

DUTIES

This is a responsible and technical position necessary to provide technical assistance to computer users. This position is responsible for basic troubleshooting, installation and configuration of hardware and software. Works under the direction of the Network Technician, Computer Network Engineer, and/or management.